

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 900 EEO/EMPLOYEE DEVELOPMENT	SUPERSEDES: AR 902 (04/24/03)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 902 CORRECTIONAL EMPLOYEE/OFFICER BASIC TRAINING PROGRAM	EFFECTIVE DATE: 06/07/04

TABLE OF CONTENTS

	<u>PURPOSE</u>	
	<u>AUTHORITY</u>	
	<u>RESPONSIBILITY</u>	
	<u>DEFINITIONS</u>	
	<u>APPLICABILITY</u>	
	<u>PROCEDURES</u>	
<u>902.01</u>	CORRECTIONAL EMPLOYEE/OFFICER BASIC TRAINING PROGRAM	
(PST)		
<u>902.02</u>	ADMINISTRATION OF THE PST	
<u>902.3</u>	PARTICIPATION IN THE PST	
<u>902.4</u>	REMEDIAL TRAINING FOR THE PST	
<u>902.5</u>	COURSE CERTIFICATION	
<u>902.6</u>	PEACE OFFICER BASIC CERTIFICATE REQUEST	
<u>902.7</u>	PST COURSE DOCUMENTATION	
<u>902.8</u>	PST COST REIMBURSEMENT	
	<u>REFERENCES</u>	
	<u>ATTACHMENTS</u>	
	<u>MANDATORY REVIEW DATE</u>	<u>04/24/05</u>

PURPOSE

To establish guidelines that ensures all Department peace officers and designated employees attend and successfully complete the Correctional Employee/Officer Basic Training Program.

To ensure that the Department's PST Program is in compliance with regulations established by all regulatory agencies and NAC, Chapter 289.

AUTHORITY

NRS 209.131
NRS 209.136
NAC, Chapter 289

DEFINITIONS

ACADEMY COORDINATOR – The regional EDS staff members assigned as the coordinator/facilitator of the PST.

APPOINTING AUTHORITIES – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include Assistant Directors, Medical Director, Wardens, Administrator Mental Health and Program Services.

CERTIFIED COURSE (PST) – A course of basic training presented by the Department and certified by the Executive Director of the Commission on Peace Officers' Standards and Training to have met the minimum standards of training established by the Commission.

CERTIFIED STATUS – Ensures compliance with or exemption from the employment qualifications and training requirements established by the Commission.

DEPARTMENT – The Nevada Department of Corrections.

DESIGNATED EMPLOYEES – For the purposes of this regulation, the employees of the Department designed by the Director to be peace officers, or attend the Correctional Employee/Officer Basic Training Program (e.g. Maintenance staff, Food Services Staff, Inspector General's Investigators, Correctional Caseworker Specialists, etc.).

DIRECTOR – The Director of the Nevada Department of Corrections.

EEO/EMPLOYEE DEVELOPMENT DIVISION – The Division officially tasked by the Department with:

- Monitoring and investigating allegations of violations of the EEO/Employee Development administrative regulations; and
- Design, development, evaluation and implementation of the training and employee development programs.

EEO/PROFESSIONAL DEVELOPMENT OFFICER – The position designated by the Department and identified as the EEO/Employee Development Division Head.

EMPLOYEE DEVELOPMENT MANAGER (ED Manager) – The position within the EEO/Employee Development Division responsible for the administration, management and supervision of the Employee Development Specialists.

EMPLOYEE DEVELOPMENT SPECIALISTS (EDS) – The Employee Development staff responsible to ensure the Division’s assigned tasks of training and employee development are carried out.

LESSON PLAN – A document that specifically describes the material presented during a course of instruction. For the purpose of certifying a course/class, a lesson plan is the document submitted to regulatory authorities for certification and represents the material approved by the commission for instruction.

MINIMUM BASIC STANDARD OF TRAINING CATEGORY III – The minimum standard for basic training for peace officers in this category that is established by the commission and must be validated for successful completion of a basic course that includes, at a minimum of 160-hours.

NEVADA COMMISSION ON PEACE OFFICERS’ STANDARDS AND TRAINING (P.O.S.T.) – The State of Nevada peace officers’ regulatory body commissioned to adopt regulations establishing minimum standards for the certification, de-certification, recruitment, selection and training of peace officers. Often this body is referred to as the Commission.

PEACE OFFICER – Positions designated pursuant to the definitions contained in, NRS 169.125; NRS 289.010; NRS 289.480; NAC 289.060, inclusive.

PEACE OFFICER CATEGORY III – Includes peace officers whose legal authority and primary duties are limited to the care and custody of adults and juveniles in a correctional or detention facility for the officers employed by this agency.

PRE-SERVICE TRAINING (PST) – Training provided by the Department to ensure employees receive the basic orientation to the knowledge, skills and has an opportunity to demonstrate their abilities to meet the job’s minimum essential functions as well as comply with regulatory authorities (i.e. Occupational Health and Safety Administration, Nevada Commission on Peace Officers’ Standards and Training, and American Correctional Association, etc.).

PST COORDINATOR – The designed regional EDS staff member assigned to coordinate and facilitate the conducting of the regional PST.

STATE CERTIFICATION EXAMINATION – A comprehensive examination prescribed by the Commission that measures knowledge of the subjects comprising the minimum training standards established for each training category.

STATE PHYSICAL FITNESS EXAMINATION – Test of the physical fitness of a peace officer applicant/candidate conducted pursuant to paragraph (f) of subsection 1 of NAC 289.300 and the Department administrative regulations or directives.

RESPONSIBILITY

It is the responsibility of the Department's EEO/Employee Development Division to ensure compliance with the mandates and requirements of this regulation.

All Department peace officers and designated employees have the responsibility to have a working knowledge of and comply with this regulation.

The Department's appointing authorities have the responsibility to ensure that their employees comply with this regulation.

APPLICABILITY

This regulation applies to all employees of the Department.

PROCEDURES

902.01 CORRECTIONAL EMPLOYEE/OFFICER BASIC TRAINING PROGRAM (PST)

1.1 The Department provides a Correctional Employee/Officer Basic Training Program (PST) that includes a minimum of 160 hours. The Department currently conducts the PST that credits attendees with 360-hours. This training program complies with the mandates and requirements established within NAC, Chapter 289. **(3-4081)**

1.2 The Department's appointing authorities will ensure that their newly appointed peace officers and designated employees attend the first available regional PST.

1.3 The following employees are required to attend the Department's PST:

- Correctional Officers;
- Maintenance Staff;
- Food Services Staff; and
- Correctional Caseworker Specialists.

1.3.1 Appointing authorities will identify other staff they desire to attend however, preference will be given to peace officer position appointees and designated employees that are identified in 902.01, Section 1.3 to attend the next available PST over other Non-Custody employee position appointees.

1.3.2 Unless identified by the Department as peace officers, thus requiring compliance with NAC, Chapter 289, designated employees upon completion of the PST are not required to maintain a Nevada Peace Officer Certificate.

1.4 For the purposes of this regulation, all employees of the Department that are not peace officers or designated employees are referred to as Non-Custody employees. They will be assigned by their Appointing Authorities to attend the next available first week of PST or the next available 40-hour Non-Custody Basic Orientation Training Program (NCB). **(3-4080, 3-4082, and 3-4090)**

1.5 The PST course curriculum, at a minimum, will consist of the following topics/subject matter as defined within the NAC, Chapter 289 for peace officers' Category III, American Correctional Association, State law, State administrative codes and the Department's administrative regulations and directives. They are: **(3-4081, 3-4087, 3-4088, and 3-4097)**

- Legal Subjects, specifically:

- Civil rights of inmates;
- Inmate grievance procedures;
- Legal liabilities in corrections;
- Laws relating to correctional institutions/facilities;
- Laws relating to stalking and aggravated stalking;
- Rights and responsibilities of inmates;
- Searches of inmates; and
- Use of force policy, procedures and tactics.

- Procedures in the Field, Specifically:

- Classification and receiving inmates;
- Con games inmates play;
- Contraband control;
- Count/control procedures;
- Crisis intervention;
- Gangs and cults/management of disruptive/security threat groups;
- Hospital/infirmarium duties/responsibilities;
- Inmate property management;
- Kitchen/culinary management;
- Mailroom procedures;
- Principles of security;
- Radio procedures;
- Records of inmate management;
- Search and escort duties and responsibilities;
- Supervision of inmates;
- Tower duties, responsibilities and assignment; and
- Transportation of inmates.

- Skills of Officers, Specifically:

- Baton and impact weapons orientation;

Chemical agents orientation;
Defensive tactics;
Emergency responses/escape procedures;
Fire safety and use of emergency equipment;
Fingerprinting orientation;
Introduction to restraints;
Key and tool control;
Physical conditioning;
Safety and health procedures;
Signs of suicide risk and prevention;
Weapons/firearms orientation and qualification; and
Writing of reports for correctional institutions/facilities.

- Investigations, Specifically:

Crime scene evidence preservation and collection;
Investigation of narcotics and abuse of controlled substances; and
Personality disorders and prevention of suicide.

- Community Relations, Specifically:

Cultural awareness/social life styles of the inmate and offender population;
Achieving good customer service;
Ethics for correctional employees;
Interpersonal communications skills; and

- Miscellaneous Subjects, Specifically:

Affirmative action awareness;
American Correctional Association (ACA) orientation;
Anger management;
Bloodborne pathogens, T.B. awareness/mask fitting;
Civility in the workplace;
Command presence;
Coping in corrections;
CPR/first aid;

Criminal justice system;
Defensive driving orientation;
Department chain of command;
Department hostage policy;
Department mission/administrative philosophy
Drugs and controlled substance awareness, NRS, Chapter 453;
Employee benefits;
Incident Command System, Series 100;
Jails, NRS, Chapter 212;

Legal terms and definitions;
Medical role in corrections;
Modern correctional philosophy;
Offenses related to prisons, NRS, Chapter 211/212;
OSHA hazardous communications;
Parole/probation functions;
Payroll process and procedures;
Peace officer rights, NAC, Chapter 289;
Risk management;
Role of correctional programs;
Staff's conduct;
Staff motivation;
Worker's compensation; and
OSHA Workplace safety programs.

- Course Administration and Examinations

Certification examinations;
Class assignments;
Field assignments;
Phase examinations; and
Unit quizzes.
Trainee evaluations

1.6 The Department's Appointing Authorities may request additional topics/subject matter to be included within regional PST curriculums based upon the mission of their regional institution/facility. Addition of the requested topics/subject matter will be:

- In addition to and not detract from the identified curriculum within this administrative regulation; and
- With the approval and authorization of the Department's ED Manager or designee.

1.7 There are times within the calendar year that special events or holidays occur. This will require that the PST program curriculum to be adjusted or amended. In such cases, the following topics/subject matter is approved and authorized to be omitted or time allocation adjusted. They are:

- Class assignment topics within the curriculum;
- Coping in corrections;
- Parole/probation functions;
- Payroll process and procedures;

- Physical conditioning;
- Staff motivation; and
- Field assignments.

1.7.1 If it is required to adjust additional topics/subject matter of the curriculum, in addition to that identified above, there must be authorization and approval from the ED Manager or designee.

1.8 EDS procedures will identify the time allocation for curriculum topics/subject matter within the PST.

902.02 ADMINISTRATION OF THE CORRECTIONAL EMPLOYEE/OFFICER BASIC (PST) PROGRAM

1.1 The Department’s ED Manager or designee will ensure that the PST course curriculum meets the mandates and requirements of federal, state, other regulatory agencies and Department directives.

1.2 The Department ED Manager is the Department’s representative to the P.O.S.T. Commission. This representative is commonly referred to as the Special Point of Contact (SPOC) by the P.O.S.T. Commission. All inquiries, concerns and complaints will be to the Department’s ED Manager.

1.3 The Department ED Manager will ensure that EDS staff through EDS Procedures, complete, maintain, retain all necessary documentation and forward the appropriate information to the appointing authorities and division heads regarding the PST compliance to all regulations.

1.4 The Department’s PST curriculum will be approved by the Department’s ED Manager. It will be reviewed annually by the Department’s ED Manager or designee to ensure compliance with all regulatory and certification mandates/requirements and administrative regulations.

1.5 The Department ED Manager in conjunction with and approval of the Division Head will provide the EDS staff with Divisional procedures for implementation and delivery of the PST.

1.6 Employees who have concerns regarding the PST program and wishing to grieve such concern(s) will file, in writing, a grievance to the Department ED Manager through their chain of command.

902.03 PARTICIPATION IN THE PST

1.1 The regional Employee Development Specialists (EDS) staff will coordinate with the regional Appointing Authorities the scheduling of the regional PST's. They will:

- Be offered in sufficient quantity to meet the regional needs;
- Ensure the dates of the PST courses, if possible, be listed in the regional annual calendar, and posted in sufficient time for administrative planning for employee attendance.

1.1.1 Appointing Authorities will ensure their employees are assigned to the next available PST.

1.1.1.1 In cases when it is not possible to allow for the attendance of Non-Custody staff in the scheduled PST, the regional EDS staff will, as soon as possible, provide a regional 40-hour Non-Custody Basic (NCB) orientation course.

1.1.2 Outside agencies may request in writing the opportunity for their staff attendance in the PST. The final decision rests with the regional EDS staff Academy Coordinator.

1.1.2.1 Acceptance of outside agency participation will not prohibit the participation of the Department's staff.

1.1.2.2 The outside agency employee must be employed as a full-time peace officer. The regional EDS staff is in-charge and will represent and be the attending trainees immediate supervisor.

1.1.2.3 Prior to participation in the PST, the outside agency will be required to assure the Department in writing that the employee has successfully completed all recruiting, selection and hiring requirements as set forth in NAC, Chapter 289.

1.1.2.4 Should an outside agency employee be approved for participation in the Department's PST, the agency's employee will be required to comply with all PST program rules, regulations, guidelines and program curriculum requirements.

- Should this not be possible, and in coordination with the host agency head, the employee will be returned to the sponsoring outside agency.
- As soon as possible, but no later than one working day a full report will be sent to the trainee's agency the details of the return of the employee with a copy to the Department's ED Manager.
- A copy will also be retained in the trainee's PST class file.

1.1.2.5 Unless the outside agency withdraws their employee, an outside agency employee who fails the PST, will be required by the Department through coordination with their host agency to complete the remedial training process identified in this regulation.

1.1.3 The Department's Appointing Authorities may request that their employees, other then those designated employees be required to attend all or a portion of the PST as the employee's basic orientation or career enhancement.

902.04 REMEDIAL TRAINING FOR PST

1.1 The Department provides remedial training for a trainee's unsuccessful completion of PST.

1.1.1 When a trainee assigned to the PST is unsuccessful in their completion of the course, the following process will be followed:

1.1.1.1 Consultation between the trainee, trainee's supervisor and the EDS staff Academy Coordinator in charge of the PST will be conducted within 5 working days of the completion of the failing employee's PST;

1.1.1.2 Topics/subject matter will be identified by the EDS staff Academy Coordinator, trainee's supervisor and the trainee that are of concern that must be reviewed, studies and possible re-instruction conducted to enhance the potential of successful remedial course completion;

1.1.1.3 An action plan will be developed between the trainee, their supervisor and the EDS staff Academy Coordinator as to what will be done to provide remedial training and study. Each will receive a copy of the action plan. This plan must be accomplished within the agreed time frame. A copy will be forwarded to the Department's ED Manager. However, per NAC, Chapter 289, the trainee must be re-tested within the timeframe from the date of failure.

1.1.1.4 At a minimum, the action plan will address:

- Time frame for completion;
- Subject matter the trainee must study;
- The time frame for the completion of the course phase examinations;
- A minimum, of three monitor visits between the trainee, their supervisor and the EDS staff Academy Coordinator; and

- The date, time, location that P.O.S.T. has agreed to provide the re-examination.

1.1.2 Upon successful completion of the remedial process, the EDS staff Academy Coordinator will inform the trainee and trainee's appointing authority of the success.

1.1.2.1 A written report to the trainee's Appointing Authority will be forwarded regarding the success within five working days of completion.

1.1.2.2 A copy will be sent to the trainee, one retained in the regional PST course file and one sent to the Department's ED Manager.

1.1.3 Should the trainee fail the remedial training and re-examination process, the EDS staff Academy Coordinator will forward to the trainee's Appointing Authority with a copy to the trainee the documentation of the failure and a recommendation for rejection from employment.

1.1.3.1 If the trainee is from an outside agency, a report of the failure will be sent to the outside agency head. However, a recommendation for rejection is unnecessary. It is an agency decision whether to continue employment of the trainee.

1.1.3.2 A copy will be forwarded to the trainee, and Department's ED Manager as well as a copy will be retained in the regional Employee Development Office Class File.

1.1.3.3 It is the trainee's Appointing Authority's responsibility to determine what action to take on behalf of the Department regarding the trainee's failure to meet a condition of employment.

902.05 COURSE CERTIFICATION:

1.1 The Department's PST program must maintain P.O.S.T. certification to ensure all of the Department's peace officers and selected employees maintain conditions of employment and State peace officer certification.

1.1.1 The Department's ED Manager or designee will conduct, at a minimum, annual reviews of the PST course certification to ensure compliance with all regulatory authority mandates/requirements as well as NAC, Chapter 289. This process is to ensure the following:

1.1.1.1 Course certification;

1.1.1.2 Current lesson plans;

1.1.1.3 Compliance of all Department peace officers or designated employees;

1.1.1.4 Certified instructors; and

1.1.1.5 Compliance with Department administrative regulations and directives.

1.1.2 The Department's ED Manager or designee will provide a report of the annual review to the EEO/Employee Development Division Head by June 30th of every calendar year.

1.1.3 The Department's ED Manager or designee will complete the appropriate course certification applications when deemed necessary to be forwarded to the regulatory authorities as required.

902.06 PEACE OFFICER BASIC CERTIFICATE REQUESTS

1.1 Upon the trainee's successful completion of the PST and State certification examination, the Department will request the employee's Basic Peace Officer Certificate.

- Refer to the Department's Administrative Regulation 358 for processing of the request for certificate.

902.07 PST COURSE DOCUMENTATION

1.1 EDS staff Academy Coordinator will ensure that all documentation of the PST program is completed in accordance with current EDS Procedures.

902.8 PST COST REIMBURSEMENT

1.1 Outside agencies may be required to reimburse the Department for costs incurred within the PST program as determined by the Department.

REFERENCES

ACA Standards 3-4080, 3-4081, 3-4082, 3-4087, 3-4088, 3-4090, and 3-4097

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.